

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
**Regular Session Meeting**  
**Wednesday April 25, 2012 @ 1:00 P.M.**  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Jay Salter, Vice President  
William Tappan  
Robert Bergman  
Arthur Chapman

## MINUTES

Present: President Jeannie Nix, Vice President Jay Salter, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Tim McNulty, Acting Commission Counsel

### 1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 1:03 P.M. and led the flag salute.

### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the Public Comment Period.

### 3. Minutes

January 19, 2012

Vice President Salter congratulated CSC Clerk Robin Mason for preparing a well balanced, unbiased report. A motion was made by Commissioner Tappan and seconded by Commissioner Bergman to approve the January 19, 2012 minutes as presented; the motion carried 5-0-0.

### 4. Reports

#### a. Commission President

President Nix: stated she had nothing to report at this time.

#### b. Commission Subcommittees

Commissioner Tappan: reported the March 28, 2012 Ad Hoc Committee Meeting was successful and issues should be resolved by the next meeting.

#### c. Commission Counsel

Tim McNulty, Deputy County Counsel: standing in for Rita Neal as Commission Counsel; stated he had nothing to report at this time.

#### d. Commission Secretary

Tami Douglas-Schatz: reported there is a pending appeal and requested to begin the hearing at next regular meeting on May 23, 2012 and schedule a second day.

# Civil Service Commission

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Commissioner Chapman: stated he will be out of town during that week.

SLOCEA General Manager Kimm Daniels: requested that all 5 commissioners be present for hearing if possible.

President Nix: stated that May 23, 24 were set as tentative dates for pending appeal hearing.

## 5. **Open Session: Ad Hoc work group committee report (action)**

### a. Staff Report (included in agenda packet)

Tami Douglas-Schatz: stated that of the 4 key items to discuss on the staff report, the Ad Hoc Committee has been able to resolve 2. She proceeded to read item 1 of the staff report into the record.

President Nix opened the first item of the staff report – Brown Act violation and subsequent handling – for commission discussion.

Tami Douglas-Schatz: replied to Commissioner Tappan that it would be taken to the Board after the Commission approves the item.

Commissioner Chapman: asked who would provide the commission with legal advice for potential litigation.

Acting Commission Counsel Tim McNulty clarified that County Counsel will represent the commission in matters other than hearings and that it is beneficial to bring issues to County Counsel if the situation may be a potential liability to the County.

Commissioner Bergman: addressed cost issue and agreed the recommendation of the Ad Hoc Committee was a good idea.

Tami Douglas-Schatz: explained that the purpose of the language was to make County aware of potential liability.

President Nix: opened discussion for public comment; being none, closed public comment.

Commissioner Chapman: made a motion to adopt the summary of the issue and course of action for the future.

Commissioner Bergman: seconded the motion.

# Civil Service Commission

## Roll Call Vote:

Commissioner Salter	Yes
Vice President Tappan	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
President Nix	Yes

The motion carried 5-0-0.

Tami Douglas-Schatz: read the next items of the staff report into the record and explained that the second item will be discussed later and no action was required on item 3 – Budget.

All Commissioners: discussed items and were please with the progress of the working group.

President Nix: opened discussion for public comment.

SLOCEA General Manager Kimm Daniels: commented.

President Nix: closed public comment, as there were no further requests to speak.

Tami Douglas-Schatz: read item 4 (1) – Witness complaints and how hearings are conducted – and recommended action.

President Nix: opened discussion for public comment.

Deputy County Counsel Susan Hoffman: commented.

SLOCEA General Manager Kimm Daniels: commented.

President Nix: closed public comment, as there were no further requests to speak.

Commissioner Bergman: made a motion to approve amended procedural guidelines regarding hearings.

Vice President Salter: seconded the motion.

## Roll Call Vote:

Commissioner Salter	Yes
Vice President Tappan	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
President Nix	Yes

The motion carried 5-0-0.

# Civil Service Commission

Tami Douglas-Schatz: read item 4 (2) – Trainings – and suggested having new outside counsel, Steve Simas, conduct training on hearing procedures for quasi-judicial bodies; recommended action.

All Commissioners: discussed options of engaging in training.

President Nix: opened discussion for public comment.

SLOCEA General Manager Kimm Daniels: commented.

President Nix: closed public comment, as there were no further requests to speak and suggested bringing issue back to CSC for further discussion.

Tami Douglas-Schatz: agreed to move forward with training and then bring progress report back for discussion in May; concluded item 5.

## 6. **Job Class Specifications – Revised**

- a. Personnel Analyst Ken Tasseff introduced the Director of Planning and Building Jason Giffen and described the reason for the Planner I, II, III, Senior revision and distributed the replacement page (\*Attachment 1) for 6A(13).

Director of Planning and Building Director Jason Giffen: addressed the Commission and explained that there is a higher level of expectation with community outreach duties for the job.

Commissioner Tappan suggested changing word “acumen” to “acuity” instead so it will sound less adversarial.

President Nix: opened to commission for further comments on the spec revision.

All Commissioners: discussed minor editorial changes to the spec.

President Nix: opened discussion for public comment. Being none, public comment was closed.

Vice President Salter: moved to approve the Planner I, II, III, Senior spec revisions as amended.

Commissioner Chapman: seconded the motion; carried 5-0-0.

# Civil Service Commission

## 7. Open Session: Civil Service Commission Procedural Guidelines: Revise and adopt procedural guidelines for the placement of items on the agenda (action)

### a. Updated Proposed Revision to Procedural Guidelines (included in agenda packet)

President Nix: reconvened after short break.

All Commissioners: discussed revision as written.

President Nix: Opened discussion for public comment. Being none, public comment was closed.

Commissioner Bergman: moved to adopt procedural guidelines for placing items on the agenda.

Commissioner Tappan: seconded the motion.

#### Roll Call Vote:

Commissioner Salter	Yes
Vice President Tappan	Yes
Commissioner Bergman	Yes
Commissioner Chapman	Yes
President Nix	Yes

The motion carried 5-0-0.

## 8. Adjournment

Being no further business, President Nix adjourned the meeting at 3:02 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*